

**BRA EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:** CONTRACT COMPLIANCE ASSISTANT**JOB POSTING NO.****20-05****POSTING DATE:****8/23/05 Rev: 10/21/05****EMPLOYMENT STATUS:** BRA Development Program Employee  
(see Definition attached)**EXTERNAL DATE:****9/6/05****DEPT/DIVISION:** COMPLIANCE/ECONOMIC DEVELOPMENT**FILLED BY:****DATE:****NAME:**

**SUMMARY:** Under direction of the Assistant Director for Contract Compliance, assist in monitoring and reporting contract compliance with the Boston Residents Jobs Policy and other applicable regulations or legislation; collect and maintain data. Participate in or conduct construction site inspections to determine scope of work performed and residency, ethnicity and gender of workforce. Examine workforce and payroll records; investigate and verify Boston residency and ethnicity; provide administrative support to department operations.

Participate in or conduct construction site inspections to determine scope of work performed and residency, ethnicity and gender of workforce. Examine workforce and payroll records; investigate and verify Boston residency and ethnicity.

Organize and input workforce information into computer; tally and calculate percentages. Prepare weekly audits on a contractor by contractor basis. Review, report and identify areas in which residency, ethnicity and gender workforce goals are not met; refer with supporting information to supervisor.

Conduct HUD (form 11) interviews on federally funded projects.

Monitor project payrolls for conformance to Davis/Bacon Act and prevailing wage requirements.

Participate in or conduct corrective action meetings with developers or contractors. Identify areas in which workforce composition does not meet requirements; recommend corrective steps. Monitor and follow through on steps taken to eliminate problem; refer chronic or uncorrected situations to supervisor with supporting information. Document all activities.

Prepare memos, correspondence, reports and other materials for distribution to contractors, developers and other involved parties.

Attend pre-bid and bid openings and pre-construction conferences with owners, developers and contractors; assist in explaining BRJP compliance requirements.

Cultivate and maintain effective working relationships with community organizations affected by the BRJP.

Attend and monitor community meetings and initiatives to determine perceptions and needs.

Attend quarterly reviews on all Developmental Impact Projects (DIPPS).

Provide general administrative support to the Assistant Director, for Contract Compliance.

Maintain and update current knowledge of BRJP policies and procedures, pertinent executive orders and ordinances, and other applicable regulations or statutes.

Safeguard and maintain the confidentiality and integrity of all information.

Perform other related duties as assigned.

**QUALIFICATIONS:** Work requires completion of an Associate's degree in Business Administration or related field, plus two to three years of related experience specifically in compliance contract administration and monitoring. Current knowledge of all applicable statutes, regulations and ordinances is required. Ability to use office software is required.

**GRADE: 15****HIRING RANGE: \$36, 231.31 - \$42, 756.14**

To apply: Submit resume to **Human Resources, BRA**, 43 Hawkins Street, Boston MA 02114.

E-Mail: [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US) Fax: 617-918-5458

**An Affirmative Action/Equal Opportunity Employer**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**BOSTON RESIDENCY IS REQUIRED ON THE DATE OF HIRE**

RESOLUTION ADOPTED BY THE  
BOSTON REDEVELOPMENT AUTHORITY  
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.



